

Chapter One

ELIGIBILITY

STUDENT ELIGIBILITY

Financial Need

A student must file a Free Application for Federal Student Aid (FAFSA) and have financial need.

The student must demonstrate financial need as calculated by the institution using the Federal Methodology formula. Need is the difference between the student's Cost of Attendance (COA) and the family's ability to pay these costs, the Expected Family Contribution (EFC). Resources/estimated financial assistance, other aid the student receives, are also eventually subtracted from the COA to determine financial need. An Educational Opportunity Grant (EOG), in combination with other forms of aid, cannot exceed the calculated need.

Washington State Resident

Students must be a resident of the state of Washington.

A resident of the state of Washington is defined in RCW 28B.15.012 (2) (a) through (d). See page 36.

Junior Class Standing or Associate of Arts or Sciences Degree

Students must achieve at least junior class standing, as recognized by the institution they plan to attend, by completing an associate of arts or sciences degree, or through earned credits. Eligible students may not have a prior bachelor's or professional degree.

Placebound

Students must be placebound.

Placebound students encounter personal barriers, such as family or employment commitments, health concerns, monetary need, or other factors that make it difficult for them to continue their education.

Placebound students are those influenced by an enhanced financial aid package to attend an eligible institution approved for participation in the EOG program.

Enrollment

Students who are enrolled, or registered for enrollment, at least half-time (a minimum of six credits per term), as an upper-division undergraduate student at an eligible four-year institution.

Students must plan to enroll full-time. Full-time students receive priority for funding. Extenuating circumstances may allow for half-time but less than full-time enrollment.

Students enrolled for less than half-time are ineligible for the grant.

**Correspondence
Classes**

Students are ineligible to receive the EOG if more than one-half of their classes each term are correspondence. A correspondence class is self-taught and self-paced and does not require students to participate in a structured class setting.

Eligible Institution

Students must enroll at an eligible institution in the state of Washington. Currently, the institutions eligible for participation in the EOG program are:

Antioch University
Bastyr University
Central Washington University
Cornish College of the Arts
Eastern Washington University
The Evergreen State College
Gonzaga University
Heritage University
Northwest University
Pacific Lutheran University
Saint Martin's University
Seattle Pacific University
Seattle University
University of Puget Sound
University of Washington
Walla Walla College
Washington State University
Western Washington University
Whitman College
Whitworth College

Eligible Program

A student must enroll in an eligible program. An eligible program is approved by the U.S. Department of Education for participation in federally-funded financial aid programs.

Students must enroll in an academic program that leads to a bachelor's degree.

Theology Exclusion

Students are ineligible to receive state financial aid to pursue a degree in theology. Each institution must determine whether the student is pursuing this type of degree in light of Washington State Constitution, Article 1 § 11, that no "public money or property shall be appropriated for or applied to any religious worship, exercise or instruction".

To apply this constitutional prohibition, the institution may look to Washington Supreme Court decisions that interpret the constitutional provision as prohibiting "that category of instruction that resembles worship and manifests a devotion to religion and religious principles in thought, feeling, belief, and conduct, i.e., instruction that is devotional in nature and designed to induce faith and belief in the student."

Continuing Students

Students who are continuing their enrollment at a four year institution and are not currently EOG recipients, are ineligible. A continuing student is one who has been continuously enrolled (excluding summer term) where the student plans to use the EOG.

**Satisfactory
Academic Progress**

Students must make satisfactory academic progress (SAP). Institutions determine the students SAP, based on their HECB-approved policy, which includes both qualitative (grade point average) and quantitative (credits) criteria.

Repayment / Default

Students are ineligible for the EOG if he or she owes a repayment or is in default of any state or federal financial aid program.

Award Time Frame

Students are eligible if he or she has not exhausted the maximum limit of eight quarters or six semesters, of EOG eligibility.

**PENALTY FOR
FALSE
INFORMATION**

Students who have received an EOG through means of false statements or failure to reveal any material fact, condition, or circumstance affecting eligibility is subject to applicable civil or criminal penalties.

**TRANSFERRING
AWARD TO
ANOTHER
INSTITUTION**

Transferring the EOG from one institution to another is not automatic. Recipients must complete a new application in order for the HECB to score their placebound circumstances at their new institution.

**INSTITUTIONAL
ELIGIBILITY**

For an institution to be eligible to participate in the EOG program, it must:

- Be a public or private college or university in the state of Washington, accredited by an accrediting association recognized by rule of the HECB.
- Comply with eligibility criteria established by rule of the HECB.
- Participate in federal student aid programs.
- Continue to demonstrate administrative capability to manage financial aid programs.
- Have a current signed and approved “Electronic Access Agreement”, and an “Institutional Agreement to Participate” that includes language stating, that the institution will not require EOG recipients to participate in any religious worship, exercise or instruction.

**MONITORING
ELIGIBILITY**

Students must continue to meet the basic eligibility requirements as outlined in the Student Eligibility section of this chapter.

If a student's eligibility changes during the academic year, the institution is expected to notify the HECB.

**ELIGIBILITY
REVISIONS**

Recalculation

Whenever a recalculation is required for federal student aid programs, institutions should recalculate a student's eligibility for EOG. If recalculation reduces financial need by \$50 or more, the institution must revise the student's award accordingly.

Overpayments

If a student receives an overpayment of the EOG because of a recalculation, the institution must notify the student of the overpayment.

If an overpayment can be eliminated in the award year by adjusting a subsequent award, the student can continue to receive funds as long as they are otherwise eligible. If the overpayment cannot be resolved, the student must repay the amount (see Chapter Three – Payment and Disbursement).

**PROFESSIONAL
JUDGEMENT**

Institutions may use professional judgment, on a documented case-by-case basis. For example, institutions may recalculate and reinstate a student into SAP because of extenuating circumstances. Institutions may choose to exercise professional judgment without a request from the student.

**WITHHOLDING
PAYMENT**

An institution may withhold an EOG payment from a student who earned sufficient credits towards, but has not been given a bachelor's degree. Institutions must apply this policy consistently across all aid programs.

**REMAINING
TERMS OF
ELIGIBILITY**

The HECB will use the matrix (on opposite page) to determine the remaining terms of eligibility for students based on the award time frame.

- Terms Used is a combination of paid and committed awards.
- Intended Limit is a calculation of the award time frame, less the amount of terms a student has used.
- Maximum Limit is a calculation of the award time frame with an additional two terms gained through the petition process.

REMAINING TERMS OF ELIGIBILITY

Terms Used		Intended Limit		Maximum Limit	
<i>Quarters Used</i>	<i>Semesters Used</i>	<i>Quarters Remaining</i>	<i>Semesters Remaining</i>	<i>Quarters Remaining</i>	<i>Semesters Remaining</i>
0	0	6	4	8	6
1	0	5	4	7	5
2	0	4	3	6	4
3	0	3	2	5	3
4	0	2	2	4	2
5	0	1	1	3	1
6	0	0	0	2	1
7	0	0	0	1	0
8	0	0	0	0	0
0	1	5	3	6	5
0	2	3	2	5	4
0	3	2	1	4	3
0	4	0	0	3	2
0	5	0	0	1	1
0	6	0	0	0	0
1	1	4	3	5	4
1	2	2	2	4	3
1	3	1	1	3	2
1	4	0	0	2	1
2	1	3	2	4	3
2	2	1	1	3	2
2	3	0	0	2	1
2	4	0	0	1	0
3	1	2	2	3	2
3	2	0	0	2	1
4	1	1	1	2	1
4	2	0	0	1	0
5	1	0	0	1	0

**UNIT RECORD
REPORT**

Participating institutions must submit a Unit Record Report that includes all students who received federal, state, or other financial aid on the basis of financial need. The report should include the disbursed EOG amount, socioeconomic data, and financial aid packaging information for each aid recipient as described in the Unit Record Manual. Unit Record Reports must be filed in the HECB approved format and submitted by the announced deadline. Institutions should use the Unit Record data entry/edit application on the HECB secure Web site.